



Camp Information Packet Summer 2021



Dear Caregiver:

Thank you for registering your child for Summer Camp 2021 at the Kentucky History Center and Museums! In this packet, you will find the information you will need to make your child's camp experience fun and enjoyable!

We've included:

- * General Summer Camp Policies (pages 3-4)
- * NEW Summer Camp COVID-19 Safety Guidelines (pages 5-7)
- * NEW Behavior Agreement (page 8)
- * SIGN AND RETURN: KHS Camp Release, Waiver and Consent Form (page 9)
- * SIGN AND RETURN: Camp Policies Agreement Form (page 10)

<u>Please review, sign, and return the last two pages of this packet</u> by the first day of camp. Completed forms can be emailed to <u>KHSeducation@ky.gov</u> in advance or turned in on the first camp day. Please keep a copy for your records.

Questions?

For registration and payment questions, please contact: Hannah Litkenhous, Visitor Services Coordinator (502) 564-1792 KHSeducation@ky.gov

For all other inquiries, please contact: Julie Sawnor, Camp Coordinator (502) 782-8085 Julie.Sawnor@KY.gov

We are looking forward to a great camp season!

Best,

Julie Sawnor, Camp Coordinator



General Summer Camp Policies

Drop-off and Pick-up:

All campers and caregivers must enter and exit through the <u>front</u> Broadway Street entrance of the Kentucky History Center and Museums. Daily check-in and check-out are located just inside the entrance at the front desk.

Morning drop-off is between 8:45 am - 9:00 am. Please note that as part of our new COVID-19 safety policies, caregivers must sign off with camp staff that they have performed a <u>prescreening symptom check</u> of their child at home.

Afternoon pick-up is between 4:00 pm and 4:15 pm. Only designated adults are authorized to pick up your child. Please contact us if you need to add anyone to your list. If pick-up is delayed beyond 4:15 pm, caregivers receive a phone call and are charged a fee of \$10 for every 10 minutes the camper remains in our care.

Please note: Our camp hours are strictly 8:45 am to 4:15 pm. This year, we are NOT offering extended day options for camps due to COVID-19 safety and staffing needs.

Parking:

You may park in the lot directly across from the front entrance of the Kentucky History Center and Museums, which is accessible via Ann Street and W. Main/Olive St. For your safety, please use the designated crosswalks to cross over the railroad tracks and Broadway.

Food & Drink:

The lunch hour is 11:30 am -12:30 pm for camps ages 6-8 and 12:30 pm - 1:30 pm for camps ages 9-12.

<u>We DO NOT provide food for our campers</u>. Please send your child with a sealed lunch bag every day along with a refillable water bottle. Caregivers are always welcome to sign out their child to have lunch off campus.

We DO NOT provide snacks for our campers. Each camp day includes a morning and an afternoon snack break. Please pack snacks in your child's bag in addition to lunch each day.

Campers will not be allowed to make purchases at our gift shop or vending machines while they are in our care. Caregivers are always welcome to shop with their campers on their own during our gift shop open hours Tuesday-Saturday from 10:00 am - 5:00 pm.



Allergies, Medications, and Special Needs:

We will make reasonable accommodation for students with allergies and other special needs. Please contact us if you need to update this information after your initial online camp registration.

If your child requires medications during the camp day, our museum staff and teachers cannot legally hold or store them. Your child may keep medications with their personal belongings, or a caregiver may stop by during the camp day to administer them. Please contact the Camp Coordinator if you have any questions or concerns.

Clothing and Attire:

Making history and art is often messy! Please send your child in clothing that can get stained, wet, or messy. Many of the best art mediums are permanent (like acrylic paint or ink). We have old t-shirts that we will encourage campers to use for particularly messy art projects. If we are spending a lot of time outdoors or doing a special activity, we will inform you ahead of time to dress your child accordingly.

Social Media:

Follow our camps on Twitter, Facebook, or Instagram.

Twitter: www.twitter.com/kyhistsoc
Facebook: www.facebook.com/KyHistSoc

Instagram: www.instagram.com/kentuckyhistoricalsociety

Payment/Refund Policy:

<u>For COVID-19 related cancellations:</u> Campers are eligible for a full refund for all summer camp programs if KHS cancels or reschedules any program due to COVID-19. If families are adversely impacted by COVID-19 and must cancel registration before camp begins, they are eligible for a full refund minus the \$30 deposit fee. If a COVID-19 related absence causes a camper to miss two or more days of camp, KHS will offer a pro-rated refund minus the administration fee.

<u>For non-COVID-19 related cancellations:</u> Families requesting a refund up to two weeks in advance of camp are eligible for a full refund minus the \$30 deposit fee. We will consider all other cancellation requests on a case-by-case basis, and refunds are not guaranteed.

Please submit in writing any changes or cancellations to your camp registration to KHSeducation@ky.gov.



KHS Summer Camp COVID-19 Safety Guidelines

The Kentucky Historical Society (KHS) adopted a cautious approach for our 2021 summer camp season to reduce potential COVID-19 exposure. The practices outlined below reflect the current information available from the CDC, Kentucky's Healthy at Work and Safety-at-School requirements, local health officials, and museum-specific sources. We require all campers, families, teachers, volunteers, and staff to adhere to the guidelines below, ensuring everyone has a happy and healthy camp experience!

What is KHS doing to ensure the health and safety of our staff and visitors?

- KHS reduced the number of staff and visitors on site
- Limited entry and exit points in the building
- Installed plexiglass barriers in high contact areas
- Added sanitation stations around the building
- Eliminated direct access to water fountains
- Installed social distancing reminders around the building, including signs and floor stickers
- KHS facilities staff increased cleaning frequency and intensity of often-touched surfaces
- KHS staff implemented new policies regarding social distancing, use of masks and other PPE, food, and beverage consumption, sanitization, self-checks for symptoms, contact tracing, and sick leave procedures.

Pre-Screening and Monitoring Expectations

- We ask all caregivers to perform a camper assessment of possible symptoms of COVID-19, including a temperature check each morning before camp.
- Campers must <u>stay home</u> if they are sick, are exhibiting COVID-19 symptoms, or have been exposed to a positive COVID-19 case within the previous 48 hours.
- Symptoms include, but are not limited to: fever or chills, cough, difficulty breathing, fatigue, aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting, and/or diarrhea.
- Caregivers <u>must sign off each morning</u> with camp staff they have performed this prescreening process.

Symptom Monitoring During Camp

- Camp staff will monitor campers for symptoms throughout the day. If pronounced symptoms develop, staff are authorized to check the camper's temperature with a touchless forehead thermometer.
- If symptoms persist, the camper will be isolated from other participants, and the caregiver will be notified to pick up the camper and take them home.
- Campers may return once symptoms have ceased for 24 hours, tested negative for COVID-19, or received doctor clearance to resume in-person activities.



Contact Tracing

- If the camper tests positive for COVID-19 during the week of camp, camp staff <u>must be</u> <u>notified</u> in order to alert other camp families of the positive case (name of COVID-19 positive camper is kept strictly confidential).
- Our safety guidelines limit close contact and are meant to minimize exposure. As long as the guidelines are properly followed, camp can remain in session.

Arrival and Dismissal

- Each camper must check-in at the front desk station between 8:45 am 9:00 am each morning.
- Each camper must check out at the front desk station between 4:00 pm 4:15 pm each afternoon.
- Caregivers must accompany their camper during check-in and check-out.
- At check-in, caregivers must sign off for their camper's pre-screened symptoms and lack of exposure to a known COVID-19 case within the last 48 hours.
- A touchless forehead thermometer will be available at the check-in station to ensure campers do not have a fever of 100.5 F or higher.
- Caregivers must adhere to KHS's health and safety guidelines while in the building, including wearing a mask and maintaining social distance.

Masks & Face Coverings

- At the beginning of each camp week, every camp registrant, teacher, and volunteer will receive a reusable cotton cloth mask. We also offer disposable masks, if one is needed.
- Masks are required at all times, both inside and outside, for campers, teachers, staff, and volunteers, unless medically exempted under Executive Order 2020-586.
- Masks/face coverings should: cover both mouth and nose, be clean and unsoiled, fit
 snugly but comfortably against the side of the face, be secured with ties or ear loops,
 include multiple layers of fabric, and allow for breathing without restriction.
- Please bring an extra mask with you every day. In the event that a mask becomes visibly soiled, saturated, or damaged, it must be replaced with a new mask.

Hygiene and Sanitization

- Every camper will receive an individual set of supplies (scissors, markers, glue stick, etc.) to use throughout the camp week to discourage supply sharing.
- Classroom surfaces and supplies/equipment that must be shared will be sanitized after each use.
- All camps will have regular hand washing and hand sanitizing breaks, including before
 and after eating/drinking, before and after using the restroom, when hands are soiled,



and when engaging in activities where supply/equipment sharing cannot be avoided (e.g. playground equipment).

Social Distancing

- We modified classroom spaces so that each camper has their own workstation positioned 6 feet apart from other campers.
- Reduced class sizes accommodate social distancing guidelines for campers, staff, and volunteers.
- Camp activities such as lunches, restroom breaks, and recess time will be staggered to limit exposure to concurrent camp group.
- Campers, teachers, and volunteers will maintain at least a 6-foot distance from each other whenever possible, especially while indoors.

Food and Drink

- Food and drink will be consumed outside whenever weather allows, with all campers
 maintaining social distance; campers may eat and drink at their camp stations or an
 alternate indoor location during inclement weather, all of which are socially distanced.
- Please pack a reusable water bottle for your camper so they can refill throughout the day; our building's drinking fountains are currently closed for direct use.
- All snacks, lunches, and drinks should be properly sealed to avoid contamination.
- Campers, volunteers, and staff may not share food with one another.

COVID-19 Summer Camp Refund Policy

- Campers are eligible for a full refund for all summer camp programs if KHS cancels or reschedules any program due to COVID-19.
- If families are adversely impacted by COVID-19 and must cancel their registration before camp begins, they are eligible for a full refund, minus deposit.
- If a COVID-19 related absence causes a camper to miss two or more days of camp, KHS will offer a pro-rated refund minus an administration fee.

Thank you for helping to ensure the health and safety of our camp family! If you have any questions or need clarification about any of the above information, please call Julie Sawnor, Camp Coordinator, at (502) 782-8085 or email at Julie.Sawnor@KY.gov.



Camp Behavior Agreement

We expect all campers to follow the below behavior expectations. These policies ensure a common standard of behavior, encourage a safe community, and promote positive learning experiences for all camp participants.

Behavior Expectations

- 1. I will listen to camp staff and follow their instructions.
- 2. I will treat everyone, including myself, with care and respect.
- 3. I will respect other people's belongings and personal space.
- 4. I will use positive language when interacting with others.
- 5. I will have an open attitude and be willing to try all camp activities.
- 6. I will have the courage to talk to camp staff when I have a question or need help.
- 7. I will respect the property of camp and the Kentucky History Center & Museums.
- 8. I will stay with my camp at all times and not hide from staff.
- 9. I will take responsibility for all my actions and words.

Behavior Management

Camp staff will always attempt to be fair in assessing and managing camper behavior. When a camper fails to meet expectations, we will take the following action steps as inappropriate behavior progresses:

- 1. Staff will redirect the camper to more positive appropriate behavior.
- 2. Staff will remind camper of expectations, let camper know staff is there to help, and ask camper to take action steps to correct the behavior.
- 3. If camper's behavior continues to affect the experiences of other participants, staff will ask camper to take a break from activities, referring them to the Camp Coordinator. Camp Coordinator will notify parent/guardian of the behavior by phone or at pick-up. Camp Coordinator will document the behavior in writing.
- 4. If needed, parent/guardian will be called in to discuss behavior and strategize ways to help the child be happy and successful in camp.
- 5. If behavior persists, Camp Coordinator may dismiss camper from the program without a refund.

The following behaviors are serious and may result in immediate dismissal without a refund:

- 1. Any threat or action that compromises the health and safety of self or others
- 2. Physical abuse including fighting, hitting, kicking, pushing, and biting
- 3. Verbal abuse including bullying, teasing, discrimination, and profanity
- 4. Sexual harassment or misconduct
- 5. Possession or use of weapons, illegal drugs, tobacco products, or alcohol
- 6. Leaving camp program without permission from staff or hiding from staff members
- 7. Destruction, vandalism, or theft of personal property of others as well as camp property



Please read, sign, and return by first day of camp or email ahead to KHSeducation@ky.gov

Child's I	ast Nan	ne. First	Name

---Kentucky Historical Society Copy---

Kentucky Historical Society Camp Release, Waiver and Consent Form

l,	, am the parent/legal	guardian of,
date of birth	, who is, with my conser	nt and permission, a "Participant" in a
youth program spons	sored by the Kentucky Historical	Society on this date: <u>Summer 2021</u> .
Historical Society sta	ff, to all Kentucky Historical Socionistics of the History, the Kentucky Military His	walk, under supervision with the Kentucky ety facilities including the Thomas D. Clark story Museum at the Old State Arsenal, and
documentation and r bought or sold for co presentations on the by name with the rel	marketing of KHS programs. I und mmercial purposes; some image Web; that the specific KHS progr evant photograph(s); and that th ars, where they will be made ava	hild, and their artworks, for the purpose of derstand that the images will not be s may be used in KHS brochures or in KHS ram, not the individuals, will be identified ese images will become part of KHS ailable to researchers for study and
		e my child to be treated by a medical ency medical care by trained staff.
approval of the above sponsored or provide absolve, forever discland persons involved of these activities and all their respectivagents, sponsors, such whatsoever that may arising out of any injustice.	e-named Participant's participatied by the Kentucky Historical Social agree to hold harmles in the operation, organization, social programs, including without ling trustees, directors, members, accessors, for, from, and against accessors, for to the Participant of	and/or legal guardians, I hereby give son in any and all programs and activities liety, and do hereby waive, release, as the organizers, supervisors, participants, sponsorship, supervision or participation nitation, the Kentucky Historical Society, officers, employees, representatives, my claim or cause of action of any nature or his/her parents and/or legal guardians, ticipant, arising in any way out of or in programs and activities.
 Parent/Guardian's Si	gnature	Date



Please read, sign, and return by first day of camp or email ahead to KHSeducation@ky.gov

Child's Last Name, First Name

---Kentucky Historical Society Copy---

Camp Policies Agreement Form

CAMPER Behavior Agreement	
I understand and agree to abide by all behavior expectations while I a Kentucky History Center & Museums, as outlined the Camp Information Agreement.	• .
Camper's Signature	 Date
CAREGIVER Agreement have read, I understand, and I agree to the policies as stated in the Cancluding the General Summer Camp Policies, Summer Camp COVID-19 the Camp Behavior Agreement. I have discussed behavior expectations have agreed to abide by them at all times during camp at the Kentucky Museums.	Safety Guidelines, and with my child and they
Parent/Guardian's Signature	Date